

Sample Request Letter

Jessica Brown
Indiana Department of Labor
Wage and Hour Division
402 W. Washington Street, Rm. W 195
Indianapolis, IN 46204

RE: Project Name

Dear Ms. Brown:

On behalf of the Name of Awarding Agency, City, Indiana and pursuant to IC 5-16-7-1, we request the appointment of a committee to determine Common Construction Wages for the above referenced project.

The project consists of briefly describe the scope of the project, (e.g., renovation, construction, remodeling, etc.) and its estimated cost.

The following representatives have been appointed and agree to serve on the committee:

Owner Representative:

Name
Address
Phone or Fax number (if applicable)

Awarding Agency Taxpayer Rep.:

Name
Address
Phone or Fax number (if applicable)

County Commissioner Taxpayer Rep.:

Name
Address
Phone or Fax Number (if applicable)

Also include the names, addresses and/or fax numbers of any Open Door Law request that you have received (Public Notice) of the meeting.

If you have any questions, please call me at phone number of individual requesting meeting.

Sincerely,

Your Name
Your Title